



Kendo Manager Manual

Software for managing projects and project management

www.kendomanager.com

Version 2.3

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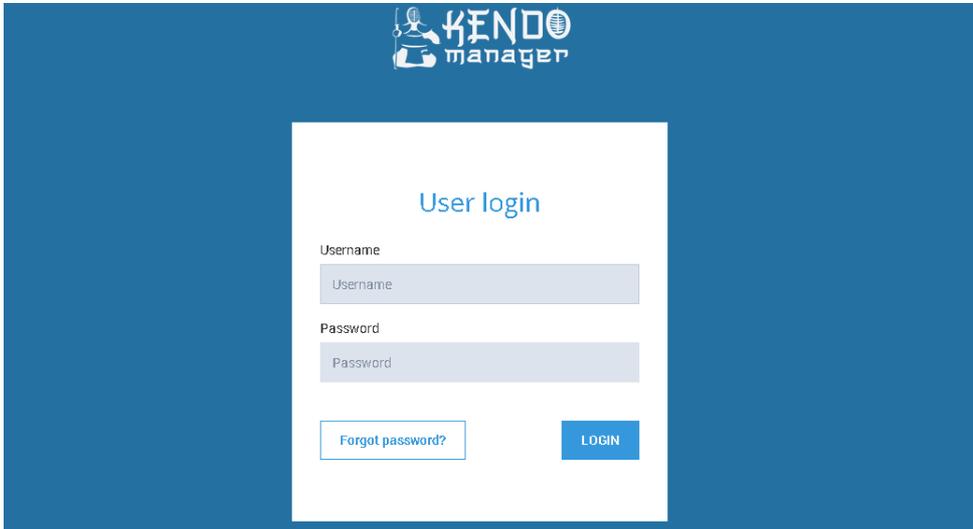
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KENDO ADMINISTRATION

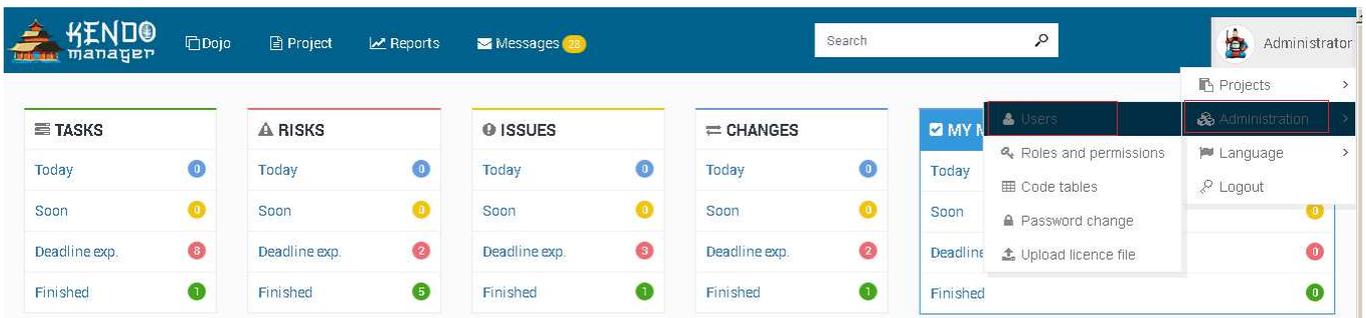
1. Creation a user

Creation a user in application is performed using **Admin profile**.

1.1. Login to the application using Admin profile



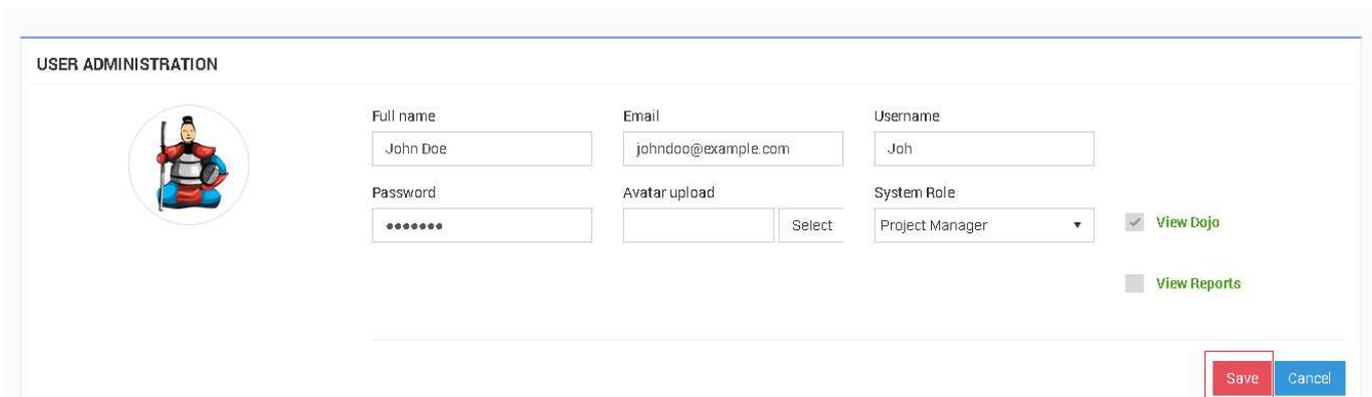
1.2. Click at **Administrator-Administration-Users** on the right side.



1.3. Write data into the form for **creation a user** and choose **Project management system role**.

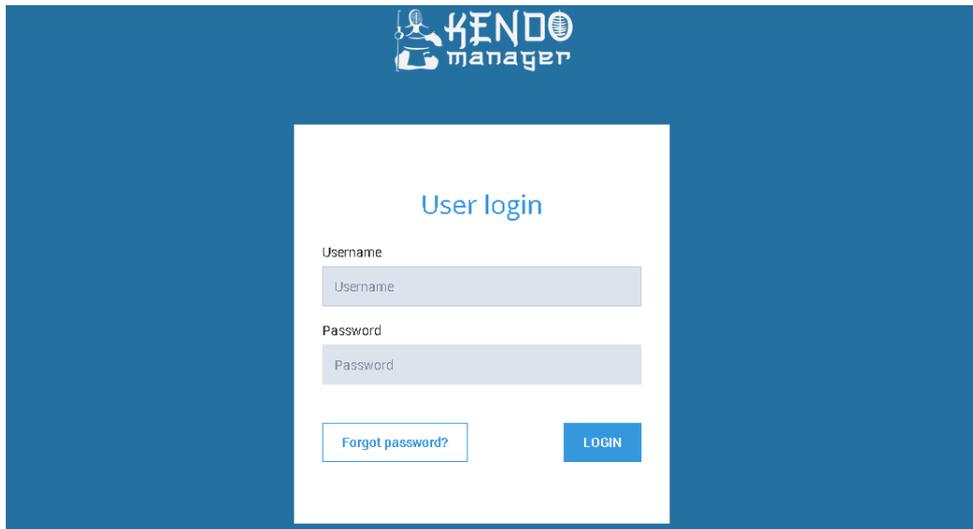
Project manager is the basic predefined system role assigned to the user.

Click the button Save. Forward to user his user data. System does not send them automatically.



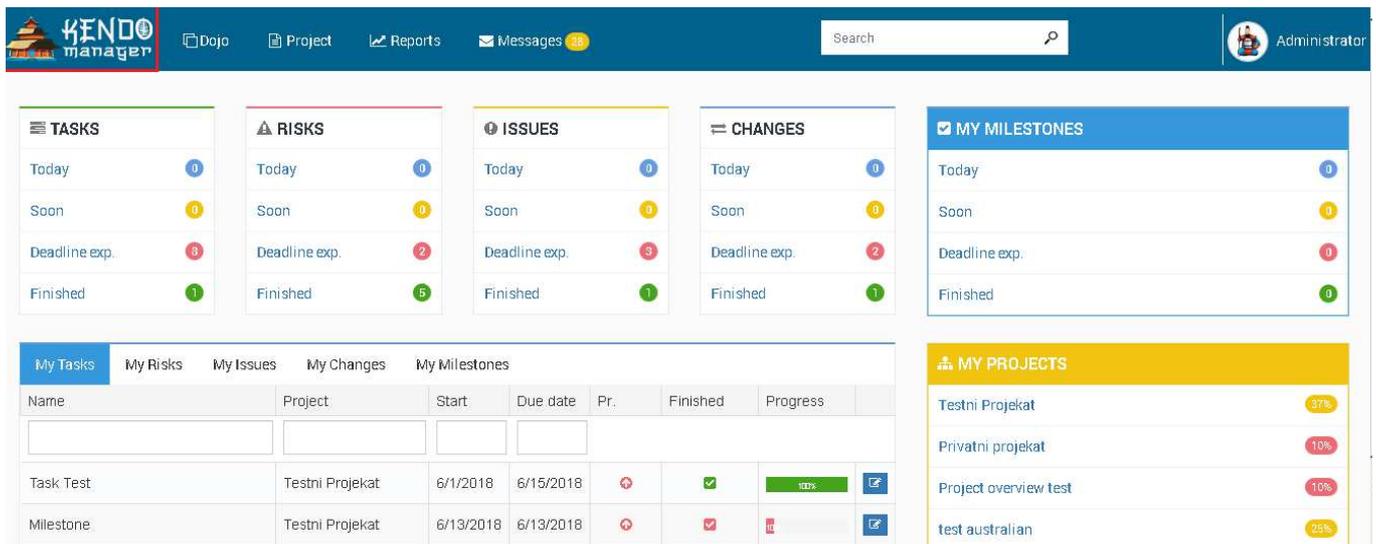
2. My dashboard

2.1. Login to the application with **users data** . Click the button **Login**.



2.2. When you signed up using your user data , you will get your dashboard (My Dashboard).

My dashboard – shows you all the tasks that are assigned to you and all the active projects you work on.



Name	Project	Start	Due date	Pr.	Finished	Progress
Task Test	Testni Projekat	6/1/2018	6/15/2018	🔴	✅	100%
Milestone	Testni Projekat	6/13/2018	6/13/2018	🔴	✅	

Dashboard provides you quick and simple overview of all your tasks on your projects.

Within the section **My projects** on the right side, are shown all projects you are working on.

Note : When we finish the project and **archive it**, all your project-related processes disappear from your dashboard. If we activate the project again, all the processes previously assigned to you will appear on your dashboard. When we **deactivate (delete) the project**, all processes will be disappeared from your dashboard.

2.2.1. To easier access and inspection to your assignments, dashboard itself is divided into the sections.

Sections My tasks, My risks, My problems, My changes and My milestones represent the overview of all the processes assigned to you to solve them, independent from deadline for solving. Each list can be searched.

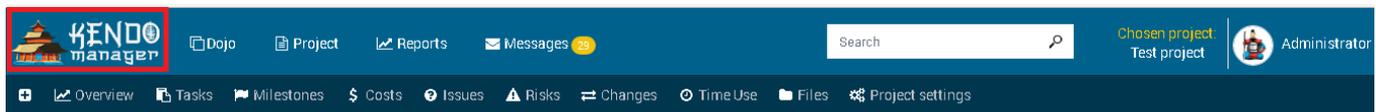
My Tasks My Risks My Issues My Changes My Milestones								
Name	Project	Start	Due date	Pr.	Finished	Progress		
Task Test	Testni Projekat	6/1/2018	6/15/2018	↑	✓	100%		
Milestone	Testni Projekat	6/13/2018	6/13/2018	↑	✓			
Privatni Task	Privatni projekat	6/11/2018	6/14/2018	↑	✓			
test 1223	Testni Projekat	7/5/2018	7/19/2018	↓	✓	40%		
test 1223	Testni Projekat	7/5/2018	7/25/2018	↑	✓			

Page size: 5 | 10 items in 2 pages

Sections Tasks, Risks, Issues, Changes, My Milestones represent the quick overview of all processes and tasks on your projects based on **defined deadline for their solving**. The processes are automatically shown on the lists i.e. processes move from one list to another depending on **current date** comparing to defined deadline for their solving.

TASKS Today: 0 Soon: 0 Deadline exp.: 8 Finished: 1	RISKS Today: 0 Soon: 0 Deadline exp.: 2 Finished: 5	ISSUES Today: 0 Soon: 0 Deadline exp.: 3 Finished: 1	CHANGES Today: 0 Soon: 0 Deadline exp.: 2 Finished: 1	MY MILESTONES Today: 0 Soon: 0 Deadline exp.: 0 Finished: 0
---	---	--	---	---

Note: Kendo manager logo, on the left corner, serves in favour of quick return **to your dashboard** from any part of the application.



Each box contains 4 lists :

Today – Planned deadline for solving of certain process expires today

RISKS Today								
Name	Project	Tasks	Assigned	Influence	Due date	Reported	Finished	
<input type="text"/>	<input type="text"/>							

No records to display.

Soon- Planned deadline for solving of certain process expires in period of seven days or less comparing with due date.

RISKS Soon								
Name	Project	Tasks	Assigned	Influence	Due date	Reported	Finished	
Risk test comment	Testni Projekat	Task Test	Administrator	+	8/31/2018	7/24/2018	<input checked="" type="checkbox"/>	Choose

Deadline expired – Planned deadline for solving is expired.

TASKS Deadline exp.								
Name	Project	Assigned	Start	Due date	Finished	Progress	Pr.	
Milestone	Testni Projekat	Administrator	6/13/2018	6/13/2018	<input checked="" type="checkbox"/>	<input type="text"/>	+	Choose
Privatni Task	Privatni projekat	Administrator	6/11/2018	6/14/2018	<input checked="" type="checkbox"/>	<input type="text"/>	+	Choose

Finished– Task or process is finished. Every finished task or process move to the list Finished if is marked option Finished (image 2).

ISSUES Finished								
Name	Project	Assigned	Tasks	Reported by	Due date	Priority	Finished	
Issue test	Testni Projekat	Administrator, Ljubo	Task Test	ljubo	6/15/2018	+	<input checked="" type="checkbox"/>	Choose

Note: When the checked box is marked as finished on the basic form (task, issue, milestone, change and risk) and clicking on the button Save, automatically is entered today's date in Finished.

TASK: TASK TEST

- Basic data
- Team members
- Resources
- Comments
- Documents
- Subactivities/Reordering

BASIC DATA

Name

Subtask of

Description

Start 📅

Duration (days)

Priority ▼

Total value

Due date 📅

Work fund (hours)

Milestone

Currency ▼

Finished date 📅

Progress till now

Finished

Note : When you change planned deadline or check box Finished and delete the date Finished at task, this will be shown in the list (soon, today, finished and deadline expired) depending on new date you enter. This rule applies to all the options the project.

The screenshot shows the 'BASIC DATA' form for a task. The form includes the following fields and options:

- Name:** Task Test
- Priority:** High
- Milestone:** Milestone
- Subtask of:** (empty)
- Total value:** 50,000.50
- Currency:** Dollar
- Description:** testdsss
- Start:** 6/1/2018
- Due date:** (empty)
- Finished date:** (empty)
- Finished:** Finished
- Duration (days):** 4
- Work fund (hours):** 5.00
- Progress till now:** 100 %
- Notify Users:** (dropdown menu)

At the bottom right, there are 'Save' and 'New' buttons.

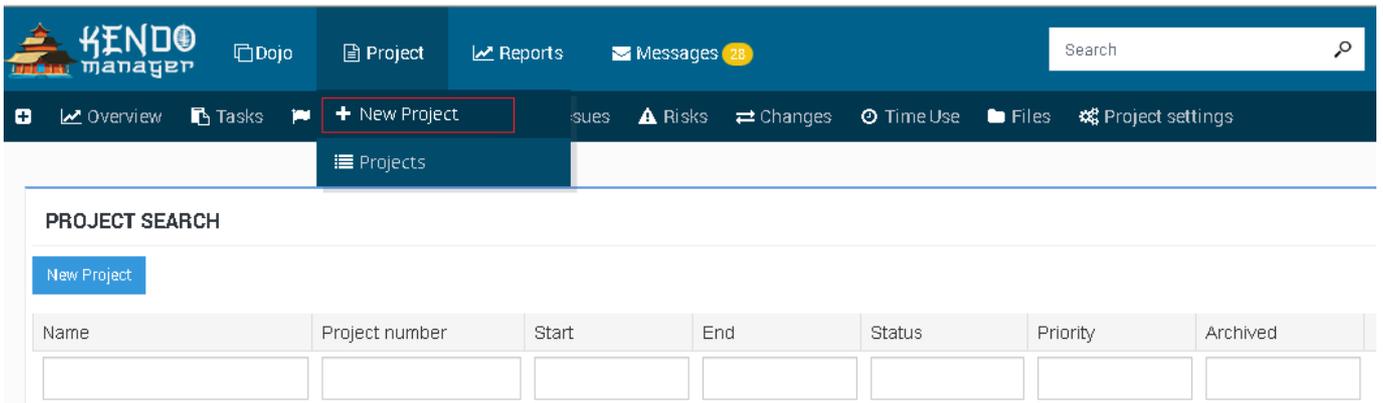
3. Creation a project

Login to Kendo Manger with user data

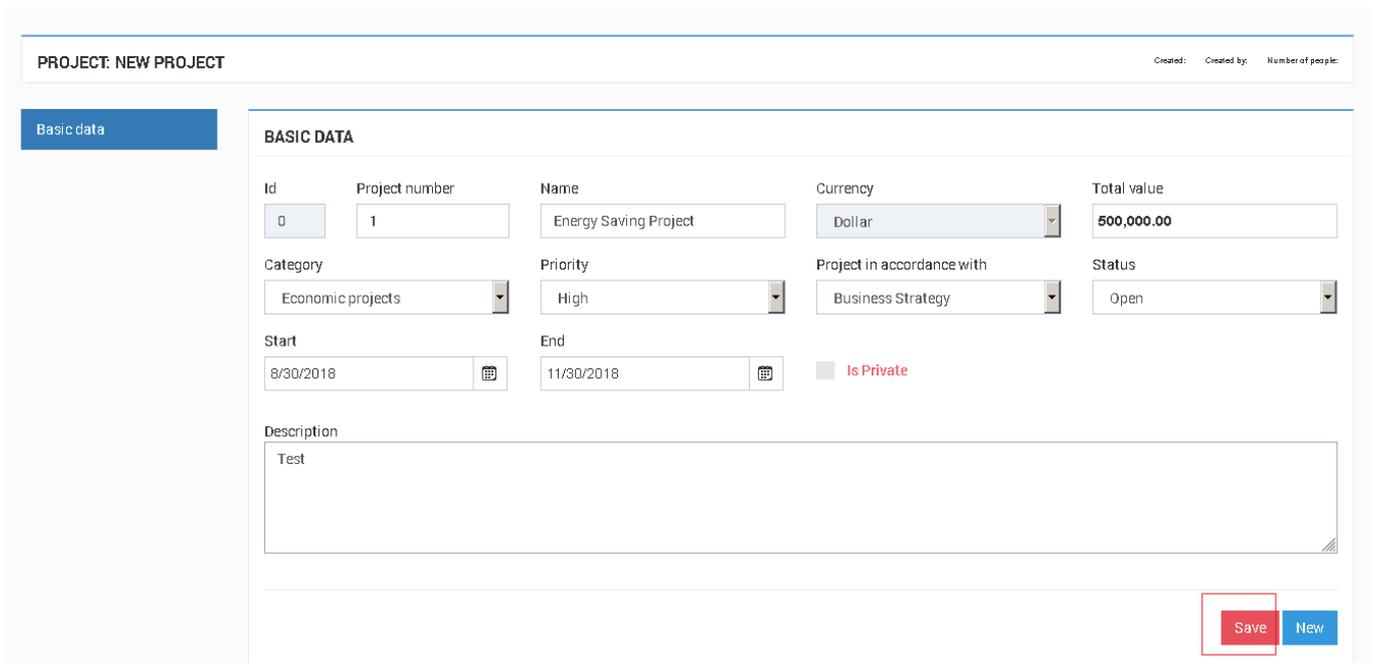
The screenshot shows the 'User login' page of Kendo Manager. The page has a blue background with the Kendo Manager logo at the top. The login form is centered and contains the following elements:

- Username:** admin
- Password:** (masked with dots)
- Forgot password?** (link)
- LOGIN** (button)

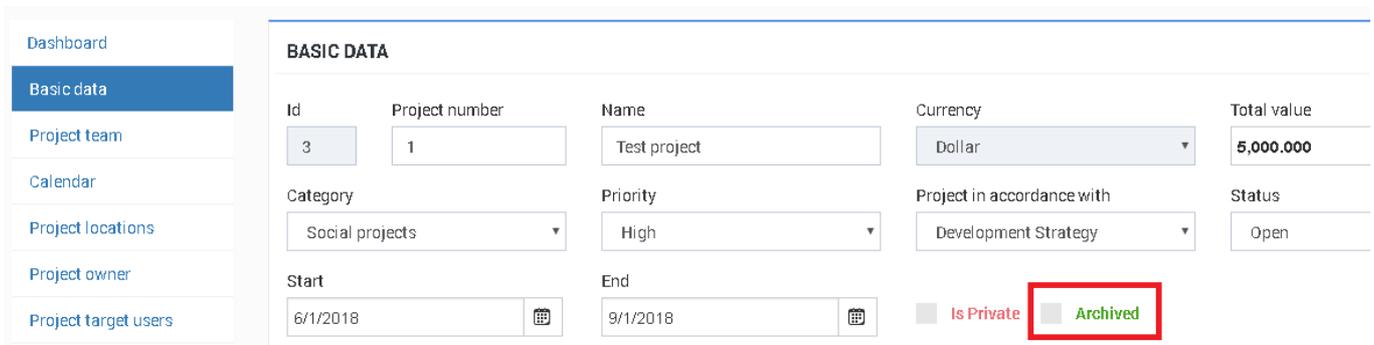
To create the new project choose menu Project and click the item **New project** .



Fill the tab **Basic data** and click the button **Save** to create the new project.



Note: Upon finishing the project mark the option **Archived**. Then, all the assigned processes relating to project won't be shown at Dashboard. When project is activated again, all the items will appear again at Dashboard. Project manager, authorized for project realization, archives the project.



After you created new project on the left side, you get **Project menu with additional options** and **top menu with project options** (dashboard, tasks, milestones, costs, issues, risks, changes, used time, files and project settings).

Chosen project: Energy Saving Project Administrator

Overview Tasks Milestones Costs Issues Risks Changes Time Use Files Project settings

PROJECT: 1 - ENERGY SAVING PROJECT Created: 8/30/2018 Created by: Administrator Number of people: 1

Dashboard Basic data Project team Calendar Project locations Project owner Project target users Budget Demographic data Documents Logframe Reorder activities

BASIC DATA

Id: 10	Project number: 1	Name: Energy Saving Project	Currency: Dollar	Total value: 500,000.00
Category: Economic projects	Priority: High	Project in accordance with: Business Strategy	Status: Open	
Start: 8/30/2018	End: 11/30/2018	Is Private: <input type="checkbox"/>	Archived: <input type="checkbox"/>	

Description: Test

Save New

3.1. Project dashboard

Project dashboard provides us quick overview of current project phase. Dashboard of the project shows all the processes realized within the project. The processes are **sorted per priorities** and costs, time and project status are presented graphical.

KENDO manager Dojo Project Reports Messages 25 Search Chosen project: Test project Administrator

Overview Tasks Milestones Costs Issues Risks Changes Time Use Files Project settings

PROJECT: 1 - TEST PROJECT Created: 6/1/2018 Created by: Administrator Number of people: 3

Dashboard Basic data Project team Calendar Project locations Project owner Project target users Budget

PROJECTS PROGRESS

37%

TASKS

High priority	6
Medium	2
Low	1

ISSUES

High priority	1
Medium	0
Low	1

Changes: 1 high pr., 0 medium, 1 Low

Risks: 2 high inf., 0 medium, 0 Low

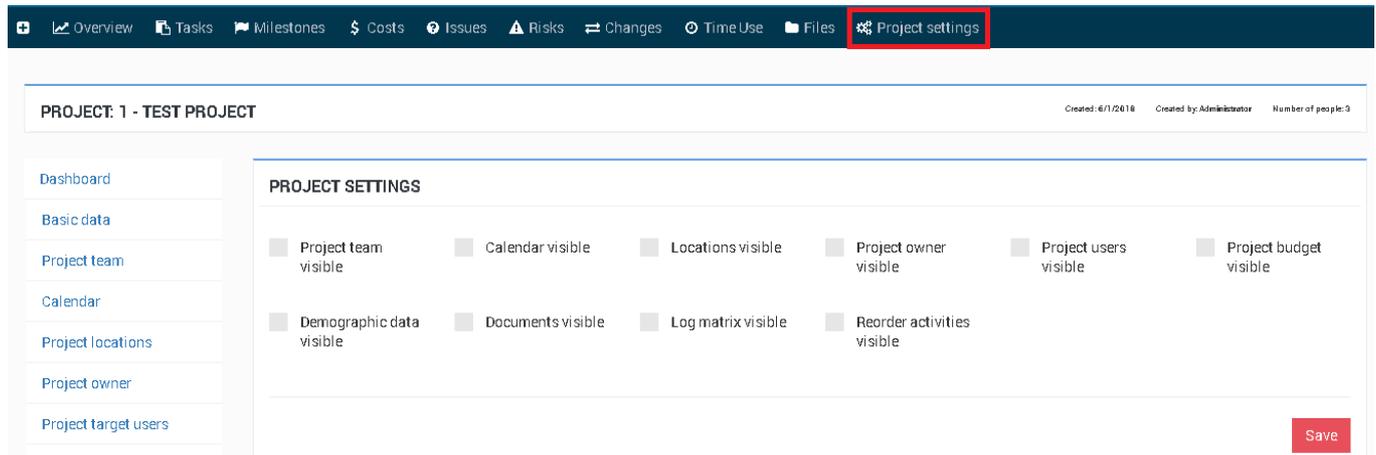
Milestones: 0 high pr., 0 medium, 0 Low

COSTS OVERVIEW **COSTS BY TYPE**

Note : When you click on **lists per priorities** inside the boxes (tasks, issues, changes, risks, milestones), you may **search the list** or **sort processes within the selected project**.

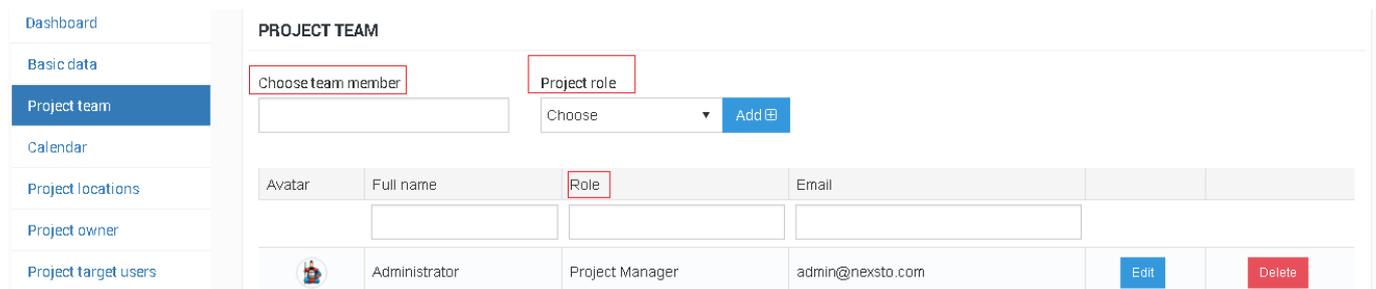
3.2. Project settings

In case that you do not need certain options from **project menu on the left side**, click the option **project settings** to remove them from project. **Mark the checkbox** you wish to be **visible on project** and click the button **Save**.



3.3. Project Team

The next step is creation of **project team**. Click the card **Project team**.



Avatar	Full name	Role	Email		
	Administrator	Project Manager	admin@nexsto.com	Edit	Delete

After you **created project**, you are automatically added to project as **Project manager** and basic system role **project manager** is assigned to you and gives you in advance predefined rights over the project.

Note: **Project manager** can create any item or process on project, to make the changes and delete the items at project.

When for certain reason the project has more project managers or the actual project manager must be replaced, **add user** previously created in the application (**Art.1. Creation a user**) and assign him/her the role **project manager**.

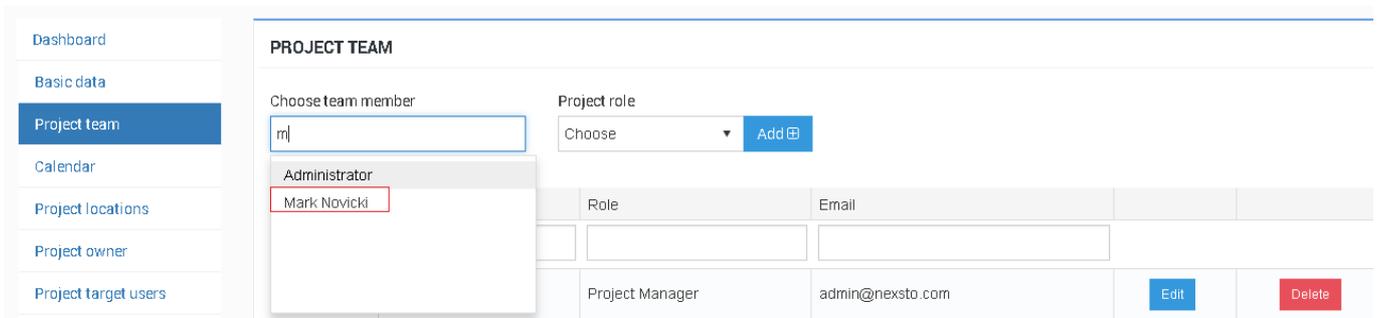
Note: This application **defined** up to 6 users in project with assigned function **Project Manager**.

3.3.1. Creating a project team- defining of members and their role/function in project

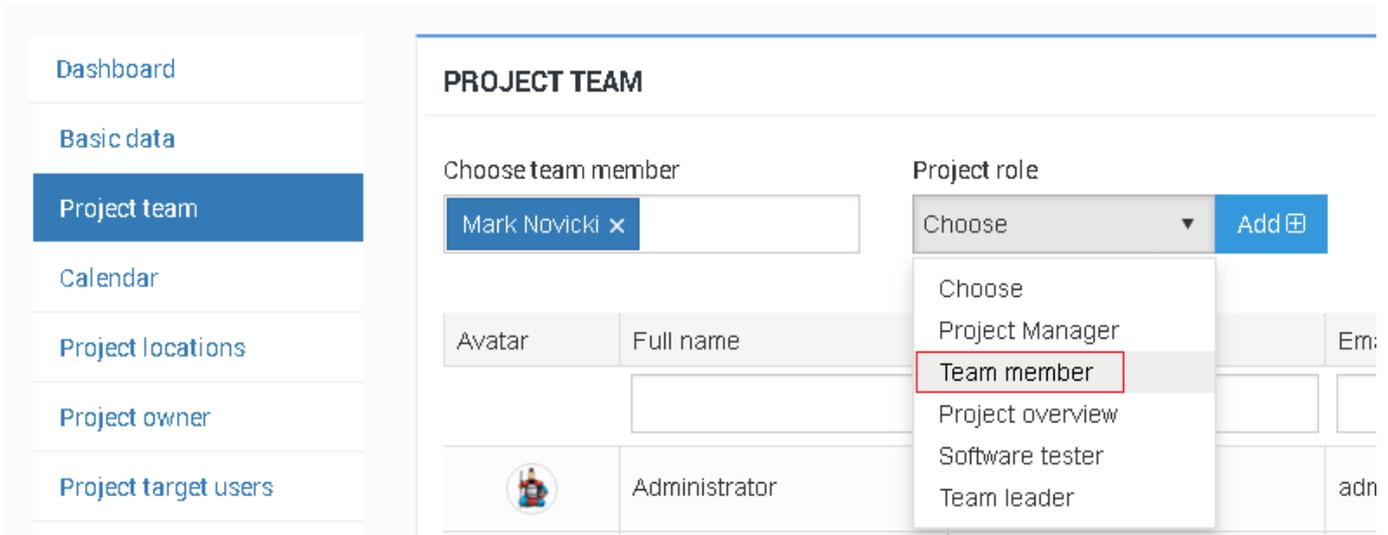
Click the tab **Project team**.

In the box **Select team members** and select the person you add to team. It is enough to just enter one letter to the box and previously created users will appear.

Select user or users and click in box **Project role** and assign the role **Team member** which offers them certain predefined rights on project.

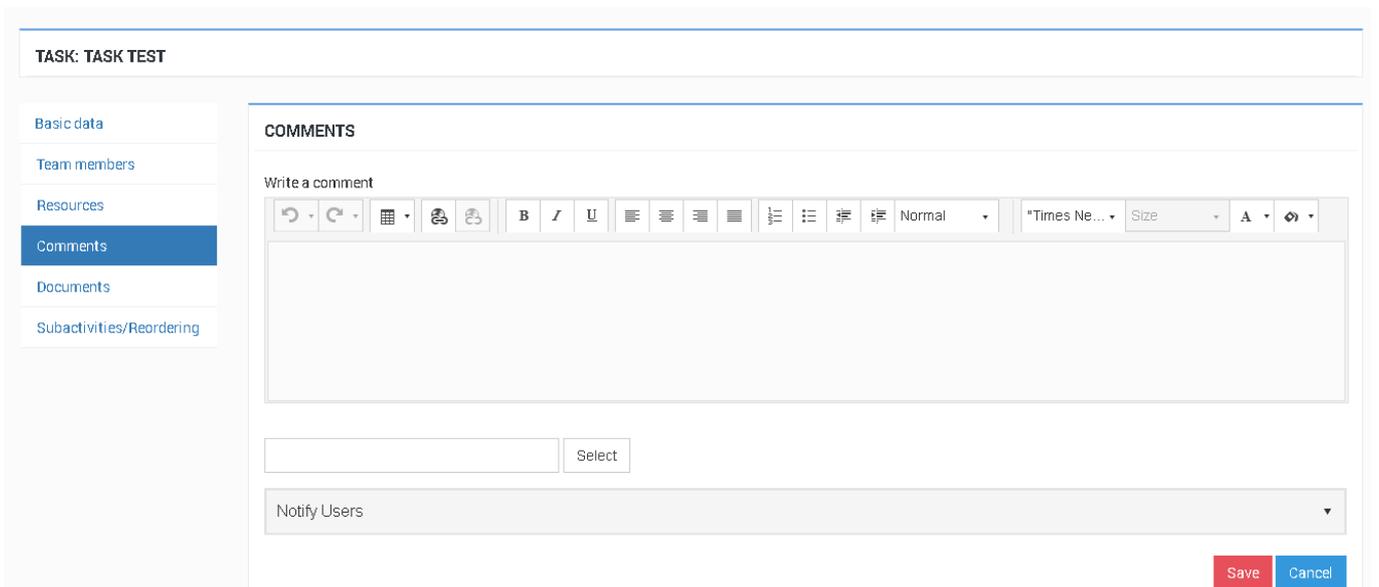


Note: Team members can perform the tasks in project depending on privileges defined by assigned role.



There are **five predefined project roles** in **Kendo manager** :

- **Project manager**- holds the full rights over the project and all the processes within. He can create, modify and delete all the project processes (tasks, resources, issues, changes, risks, documents, costs and used time, to post the comments...)
- **Team member** - the most often assigned role to users. Team member can search the contents at project, to add or delete his comments, to upload documents in project processes.



Note: User defined as **team member** can **add and delete his comments** and to upload documents.

Other tabs (**basic data, team member and resources**) he can see but he can't change or delete the content posted by **project manager**.

- **Project preview** – assigned to people who are not directly involved in project realization (e.g. client, director, Mayor of the Municipality...). The person can view the content but can not modify or delete it.
- **Team leader** – has the same function as **project manager** except the right to change the items in the **left project menu**. Team leader can create, modify and delete all the project processes (tasks, resources, issues, changes, risks, documents, costs and to post comments)

Team leader is usually applied in larger projects and this function is assigned to person who performs the part of the tasks in domain of project manager or deputy project manager.

- **Software tester** – used at software projects. This role is assigned to persons who **tests the accuracy of application** within software development process.
- **Software tester** has the same rights as team member and also can **create issue (bug)** and **assign it to the person** (the most often to the programmer) to correction.

Name	Assigned	Reported by	Tasks	Finished		
Issue test	Administrator, Ljubo	ljubo	Task Test	✓	Delete	Choose
Issue coment	Administrator	ljubo	Task Test	✓	Delete	Choose

3.4. Budget of the project - in basic menu we define the item **Budget**. The following fields in the form should be filled:

- **Institution or organisation** –from drop menu choose the organisation, institution and company which **funded the project**
 - **In the field put the project value**
 - **Field Converted amount and converted currency** – serves in the case that project is funded from foreign sources (e.g. funds in **USD** but basic currency is **BAM**).
 - **Click the button Save**
- **Note:**
 - If project is funded by means in **basic (domestic) currency** , then in the field **converted amount enter identical sum** and choose the same currency as at the basic currency (**image 2**)
 - Click to **+** button if you wish to add **new** Organization/company. The data are saved for further use.

PROJECT: 1 - TEST PROJECT Created: 6/1/2018 Created by: Administrator Number of people: 3

- Dashboard
- Basic data
- Project team
- Calendar
- Project locations
- Project owner
- Project target users
- Budget**

BUDGET

Institution or organization: Choose Amount: Currency: Dollar Calculated amount: Calculated currency: Choose

Save **New**

Id	Institution/Organization	Amount	Currency	Calculated amount	Calculated currency		
3	Opština	50000.00	Dollar			Choose	Delete

Image 2. Creating a budget- converted sum

BUDGET

Institution or organization: Opština Amount: 50,000.00 Currency: Dollar Calculated amount: 25,000.00 Calculated currency: Euro

Save **New**

Id	Institution/Organization	Amount	Currency	Calculated amount	Calculated currency		
3	Opština	50000.00	Dollar			Choose	Delete

3.5. Calendar – Project calendar is visual overview of project tasks at daily, weekly, monthly or annual level.

- Dashboard
- Basic data
- Project team
- Calendar**
- Project locations
- Project owner
- Project target users

CALENDAR

today Aug, 2018 Day Week Month Timeline

Mon	Tue	Wed	Thu	Fri	Sat
30 ganitt Task	31	1 Aug	2	3	4
6	7	8	9	10	11

3.6. Project location – Define the geographical location where the project is implemented.

PROJECT: 1 - TEST PROJECT Created: 6/1/2018 Created by: Administrator Number of people: 3

- Dashboard
- Basic data
- Project team
- Calendar
- Project locations**
- Project owner

PROJECT LOCATIONS

Project locations: Choose **+** **Save**

Id	Code	Name
No data		

Note:

- It is necessary to previously create **Project location** Click to **+** button if you wish to add new Project location .. **Project location** is inserted for the first time. The data are saved for further use.

3.7. Project Owner –define the **project owner** and who initiated the project (company title, organisation title,department title...). Fill the data and click the button **Save**.

Note:

- **The item Project Owner** need to be previously created. Click to **+** button if you wish to add new Project owner .. Project owner is inserted for the first time. The data are saved for further use.

PROJECT LOCATIONS

Project locations

Choose

Id	Code	Name	
5	2	Banja Luka	<input type="button" value="Delete"/>

3.8. Project target users – with assistance of this option we define who the project target users are and which target group will benefit from project (**Example** : Support to Roma people through increasing of energy efficiency of Roma settlements). Enter the data and click the button **Save**.

PROJECT: 1 - TEST PROJECT Created: 6/1/2618 Created by: Administrator Number of people: 3

Dashboard
Basic data
Project team
Calendar
Project locations
Project owner
Project target users

TARGET USERS

User Description

Id	Code	Name	Description
No data			

Note:

- **The item Project target users** need to be previously created. Click to **+** button if you wish to add new Project Target user. **Project target users** is inserted for the first time. These data are saved for further use.

3.9. Demographic data - With assistance of this option if it is needed we define the **Gender of the project** namely **demographic structure** of project target users. Fill the form and click the button **Save**.

- Dashboard
- Basic data
- Project team
- Calendar
- Project locations
- Project owner
- Project target users
- Budget
- Demographic data
- Documents
- Logframe
- Reorder activities

PROJECT DEMOGRAPHIC DATA

Number of project target users

Target user

Gender (gender representation)

Men

Women

Children

Unknown

Description

test

Save
New

Id	Number of project target users	Target user	Gender (gender representation)	Men	Women	Children	Unknown		
4	100	romi	Yes	50 (50%)	30 (30%)	20 (20%)		Choose	Delete

3.10. Documents

- Click the button select to select the document on the form for uploading documents
- Enter the description of the document and click **Save**

Option documents serves us to upload the project documentation and files related to project. Thus all the documents are available to project team at one place and at any moment.

- Dashboard
- Basic data
- Project team
- Calendar
- Project locations
- Project owner
- Project target users
- Budget
- Demographic data
- Documents
- Logframe

DOCUMENTS

Select

Document description

Save
New

Document description	Document name	Date	Document owner	
test	Bottom plate.dwg	8/24/2018 8:00:42 PM	Administrator	Delete

3.11. Logical framework matrix

The option logical framework matrix is an auxiliary instrument used when we manage EU-funded project. **Click** the tab **Logical framework matrix** on the left project menu. Fill the form of matrix and click the button **Save**.

Version 1	Name	Indicators	Verification source	Assumptions
	General Goal			
	Specific goal			
	Results			
	Activities			

3.12. Reordering Activites

Each activity after creation in application will be automatically numbered as 1,2,3,4...

If you need to change the order of the tasks, click the tab **Reordering Activites**.

Drag the desired task and click to save the new order (images 2 and 3).

TASK: TASK TEST

Subactivities/Reordering

SUB-ACTIVITIES * Drag tasks to reorder

- 1 - sub task 2
- 2 - subtask

Save

TASK: TASK TEST

Subactivities/Reordering

SUB-ACTIVITIES * Drag tasks to reorder

- 2 - subtask
- 1 - sub task 2

Save

SUB-ACTIVITIES * Drag tasks to reorder

subtask
 1 - sub task 2

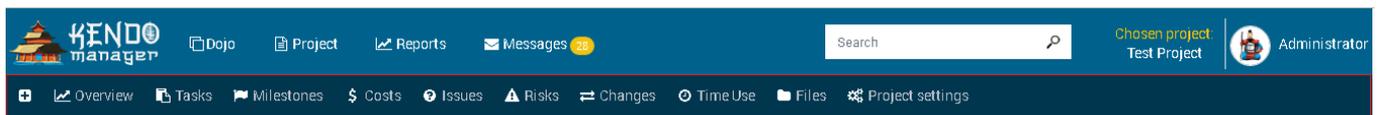
Save

TASK LIST

Gantt View
New Task

Reorder	No.	Name	Description	Assigned	Start	Due date	Price	Currency	Finished	Progress	Pr.		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>							
<input type="text"/>	1	Task Test	testdsss	Administrator, Jelena Opačić	6/1/2018	6/15/2018	50,000.50	Dollar	<input checked="" type="checkbox"/>	<div style="width: 100%; background-color: green; height: 5px;"></div> 100%			
<input type="text"/>	1.1	subtask	test		7/2/2018	7/6/2018	0.00	Dollar	<input checked="" type="checkbox"/>	<div style="width: 85%; background-color: #007bff; height: 5px;"></div> 85%			
<input type="text"/>	1.2	sub task 2	test	Jelena Opačić	7/5/2018	7/11/2018	0.00	Dollar	<input checked="" type="checkbox"/>	<div style="width: 20%; background-color: #ffc107; height: 5px;"></div> 20%			
<input type="text"/>	2	Milestone	test	Administrator	6/13/2018	6/13/2018	100.00	Dollar	<input checked="" type="checkbox"/>	<div style="width: 10%; background-color: #dc3545; height: 5px;"></div> 10%			

4. Project options



After you created project in the **menu project options**, you have at your disposal the following project options:

1. Overview
2. Tasks and Gantt
3. Milestones
4. Costs
5. Issues
6. Risks
7. Changes
8. Time used
9. Files
10. Project settings

4.1. Project Overview

The project overview is intended for the project manager on the project. In this way, the project manager has a quick and easy overview of the current state of the project and the current status of project tasks delegated to the members of the project team.

Due to the quicker and easier insight for the project manager, project tasks are grouped on the **lists Today, Upcoming, Late and Finished** which are automatically updated depending on the deadline and changes defined by the project manager on the project.

Overview | Tasks | Milestones | Costs | Issues | Risks | Changes | Time Use | Files | Project settings

OVERVIEW

- Dashboard
- Basic data
- Project team
- Calendar
- Project locations
- Project owner
- Project target users
- Budget
- Demographic data
- Documents
- Logframe
- Reorder activities

TASKS

Today 0 | Upcoming 0 | Late 8 | Finished 1

RISKS

Today 1 | Upcoming 0 | Late 0 | Finished 1

ISSUES

Today 0 | Upcoming 0 | Late 1 | Finished 1

CHANGES

Today 0 | Upcoming 0 | Late 1 | Finished 1

MILESTONES

Today 0 | Upcoming 0 | Late 0 | Finished 0

Note : When you click on **lists per priorities** inside the boxes (tasks, issues, changes, risks, milestones), you may **search the list** or **sort processes within the selected project**.

TASKS Late

Name	Project	Assigned	Start	Due date	Finished	Progress	Pr.
subtask	Test Project		7/2/2018	7/6/2018	<input checked="" type="checkbox"/>	8%	Choose

4.2.Tasks

1. In order to create **new task** on project, click the item **tasks** and you see the list of project tasks which you can **sort, search and reorder the tasks**.
2. Click the button **New task** from the list of tasks to **create the new task** .

Overview | Tasks | Milestones | Costs | Issues | Risks | Changes | Time Use | Files | Project settings

TASK LIST

[Gantt View](#) [New Task](#)

Reorder	No.	Name	Description	Assigned	Start	Due date	Price	Currency	Finished	Progress	Pr.
<input type="checkbox"/>	1	Task Test	testdsss	Administrator, Jelena Opačić	6/1/2018	6/15/2018	50,000.50	Dollar	<input checked="" type="checkbox"/>	100%	

3. Fill the form **Basic data** and click the button **Save** to get the other options within the new task.

TASK: NEW TASK

Basic data

BASIC DATA

Name: Task Test | Priority: High | Milestone

Subtask of: | Total value: 0.00 | Currency: Dollar

Description: test

Start: 8/31/2018 | Due date: 8/31/2018 | Finished date: | Finished

Duration (days): 1 | Work fund (hours): 0.00 | Progress till now: 0 %

Save **New**

Note : Upon finishing the assigned task, team member informs project manager via message (inform the user) and post a comment. After prepared information, project manager performs the control, select check box finished and enter the date in the box finished if the task was successfully finished. On the basis of this action the process will automatically move at user's dashboard on the list of finished tasks (Manual, My dashboard).

If Project manager wish to reactivate the task, it is necessary to deselect check box finished, delete the date in box solved, **change deadline** if it is expired, save the change and inform the team member by message (option notify users).

TASK: TASK TEST

Basic data

BASIC DATA

Name: Task Test | Priority: High | Milestone

Subtask of: | Total value: 50,000.50 | Currency: Dollar

Description: testdsss

Start: 6/1/2018 | Due date: 6/15/2018 | Finished date: 6/10/2018 | Finished

Duration (days): 4 | Work fund (hours): 5.00 | Progress till now: 100 %

Notify Users

Save **New**

- After you saved a **task**, within **basic data** you get an option **Notify Users**. If you wish to inform project team members, this option enables you to send e-mail from the form. Fill the form, select the team member and click the button **Save**.

After you saved **basic data** for the task, you got the **other task-related options** on the left side.

- Team members** – Click the tab **Team members** . In the box **Select team member** choose the user (it is enough to enter just one letter to appear the user from the list) . Click the button **Add** and assign the task to team member who is responsible for the realization. **Assigned task** will automatically appear on **dashboard of user (paragraph 2.2.)**. The user receives automatically **e-mail** with information about assigned task.

6. Resources

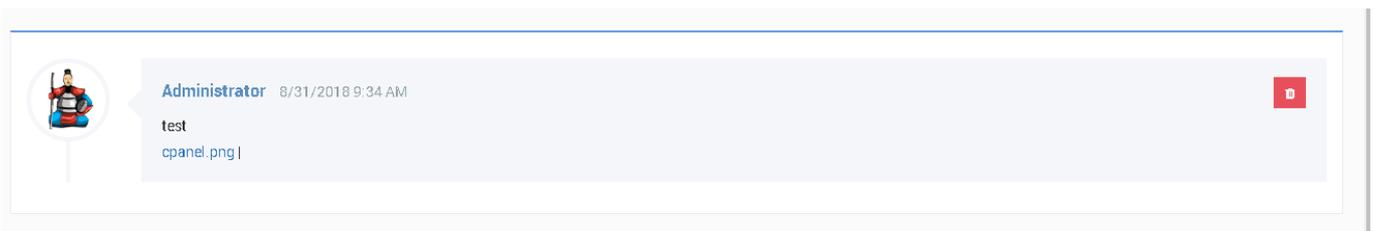
To define the resources used for realization of the actions, click the tab **resources**. Enter the title of the resource and choose the category. In case that you want inform other team members, fill the form **Notify Users**. Then click the button **Save**.

7. Comments

Option comments serves for discussion of project team members i.e. to post comments regarding the task progress. **Click** on option **comments**. Fill the form comments. Upload the document if you have it at your disposal. If you want to inform the other team members click on the **Notify Users**. After you filled the form click the button **Save**.

Note :

- Each **member of project team** can **delete just own comments** .



8. Documents

The option Documents is aimed to **store the documents and files** relating to realization of specific task.

Click the button **Select**. Choose document- enter the description of document and click the button **Save**.

TASK: TASK DECEMBER

- Basic data
- Team members
- Resources
- Comments
- Documents**
- Subactivities/Reordering

DOCUMENTS

urbanizam.pdf
Remove

Select

Document description
test

Notify Users

Save New

Document description	Document name	Date	Document owner	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
test	TinyDeal - Orders Detail.pdf	8/31/2018 9:35:51 AM	Administrator	Delete

Note : Users who hold the project role **Team member (3.6. Project team)** can put the documents but they do not have the permission to delete the documents or to make changes. Those rights are predefined to **project manager**.

- Documents**
- Subactivities/Reordering

Notify Users

Document description	Document name	Date	Document owner
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
test	EDU uslovi.docx	6/11/2018 11:03:20 AM	Administrator

9. Subtasks (reordering)

When a task consists of **subtasks** (1.1., 1.2, 1.3, 1.3.1) you can make the reordering using this option. Kendo Manager supports existing of up to **4 sublevels** in activity.

Image 1. Creating a subtasks

Image 2 . List of tasks

TASK: SUBTASK

- Basic data**
- Team members
- Resources
- Comments
- Documents
- Subactivities/Reordering

BASIC DATA

Name: subtask

Priority: High

Milestone:

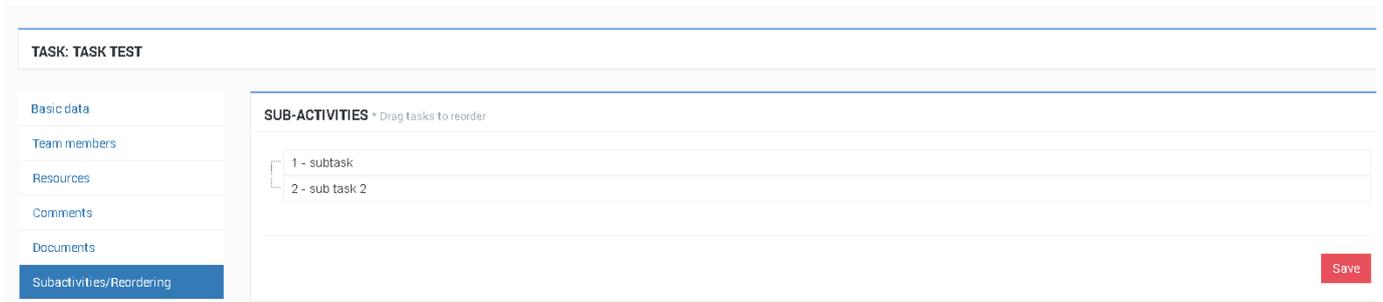
Subtask of: Task Test x

Total value: 0.00

Currency: Dollar

Description: test

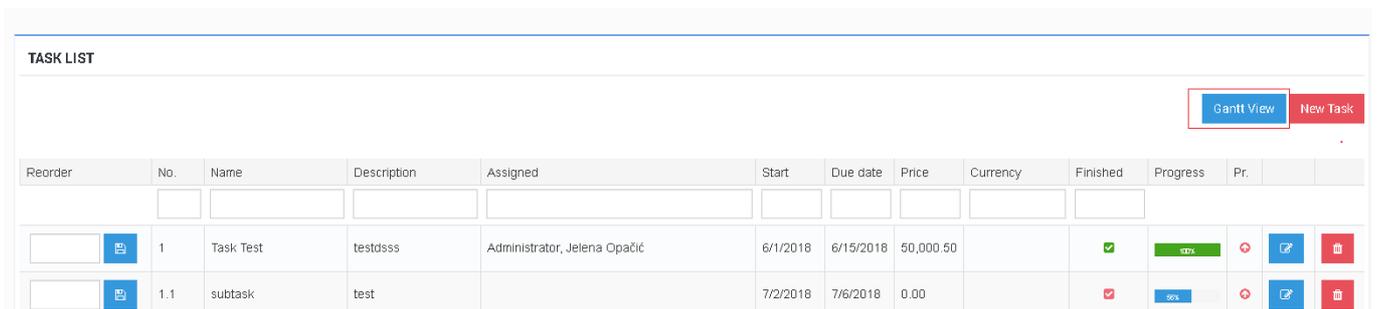
Image 3. Reordering of tasks



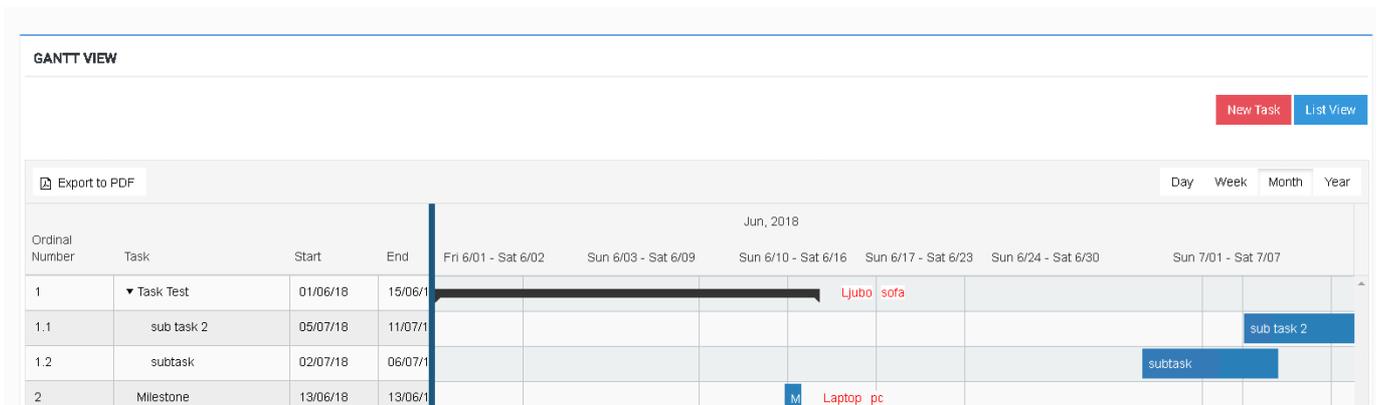
4.2.1. Gantt

Kendo Manager project management software supports both modes, Task List and work throw to Gantt chart.

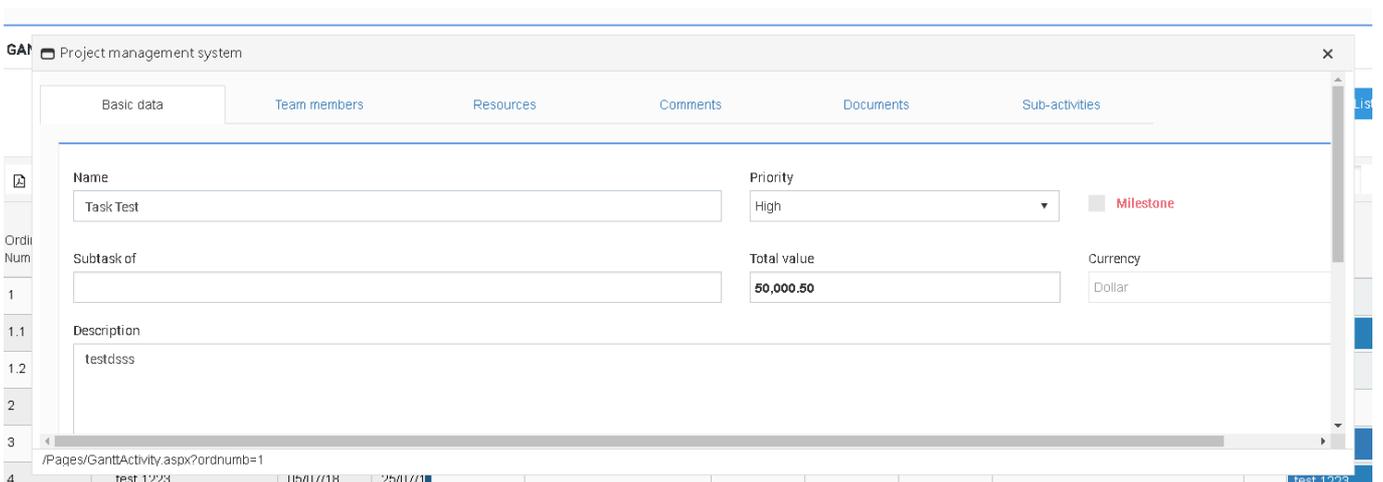
1. Click the option Task-Gantt View



2. Click the option **New Task**



3. Fill the form **Basic data** and click the button **Save** to get the other options within the new task.



4. If you want to edit an existing task, click on **Ordinal Number**

The screenshot shows the 'GANTT VIEW' interface. At the top right, there are buttons for 'New Task' and 'List View'. Below that is an 'Export to PDF' button and a view selector with options for 'Day', 'Week', 'Month', and 'Year'. The main area is a Gantt chart for the month of June 2018. A table below the chart lists tasks with columns for Ordinal Number, Task, Start, End, and various weekly date ranges. The first task, 'Task Test', has an Ordinal Number of '1' which is highlighted with a red box. Below it is a sub-task 'sub task 2' with Ordinal Number '1.1'.

4.3 Milestones

Milestones in project are the events (tasks) of great importance for project.

1. Select project and click the option Milestones- New Milestones

The screenshot shows the Kendo Manager interface. The top navigation bar includes the Kendo Manager logo, navigation icons for Dojo, Project, Reports, and Messages, a search bar, and a user profile for Administrator. The main navigation menu has 'Milestones' selected. The 'MILESTONES' section is displayed, showing a table with columns for Reorder, No., Name, Description, Assigned, Start, Due date, Price, Currency, Finished, Progress, and Pr. A single milestone is listed with No. 2, Name 'Milestone', Description 'test', Assigned to 'Administrator', Start date '6/13/2018', Due date '6/13/2018', Price '100.00', and Currency 'Dollar'. The 'Finished' checkbox is checked. There are buttons for 'Gantt View' and 'New Milestone' at the top right of the table.

2. Fill the form and select **check box Milestone** to give the **status Milestone** to the task.

Click the button **Save**.

The screenshot shows the 'TASK: MILESTONE' form. On the left is a sidebar with navigation links: 'Basic data', 'Team members', 'Resources', 'Comments', 'Documents', and 'Subactivities/Reordering'. The main form area is titled 'BASIC DATA' and contains the following fields:

- Name: Milestone
- Priority: High
- Subtask of: (empty)
- Total value: 100.000
- Currency: Dollar
- Description: test
- Start: 6/13/2018
- Due date: 6/13/2018
- Finished date: (empty)
- Duration (days): 1
- Work fund (hours): 0.00
- Progress till now: 10 %
- Notify Users: (empty)

The 'Milestone' checkbox is checked and highlighted with a red box. At the bottom right, there are 'Save' and 'New' buttons.

3. Marked task will be shown on the list Milestones .

MILESTONES												
Reorder	No.	Name	Description	Assigned	Start	Due date	Price	Currency	Finished	Progress	Pr.	
	2	Milestone	test	Administrator	6/13/2018	6/13/2018	100.00	Dollar	<input checked="" type="checkbox"/>	<div style="width: 100%;"></div>		 

4. In the tab **Team members** assign the **Milestone** to member who is responsible for realization.

TASK: MILESTONE

- Basic data
- Team members
- Resources
- Comments
- Documents
- Subactivities/Reordering

TASK ASSIGNED TO

Choose team member

Add

Avatar	Full name	Email	
	Administrator	admin@nexsto.com	Delete

Note :

Usage of other options (Resources, Comments, Documents, Subtasks) in the task defined as **Milestone**, is the same as in ordinary task.

4.4 Costs

The option Costs serves to record the costs during the implementation of project.

1. Click on **Costs** in menu project options-**New cost**

Overview
Tasks
Milestones
Costs
Issues
Risks
Changes
Time Use
Files
Project settings

PROJECT: 1 - TEST PROJECT Created: 6/1/2018 Created by Administrator Number of people: 3

- Dashboard
- Basic data
- Project team
- Calendar
- Project locations
- Project owner
- Project target users
- Budget
- Demographic data
- Documents
- Logframe
- Reorder activities

COSTS

New Cost
Alternative costs

Export PDF
Export Excel
Export Word

Name	Planned cost	Task	Type	Unit	Units number	Price per unit	Amount without tax	Tax Amount	Total		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
pnairani trošak avgust	Yes	Task Test	Consultants	korn	5.00	1000.00 (\$)	5000.00 (\$)	10.00 (\$)	5010.00 (\$)	Delete	Choose
Bager	Yes	Task Test	Personnel expenses	korn	5.00	100.00 (\$)	500.00 (\$)	10.00 (\$)	510.00 (\$)	Delete	Choose
Motika	No	Milestone	Equipment	korn	2.00	456.00 (\$)	912.00 (\$)	10.00 (\$)	922.00 (\$)	Delete	Choose
Sotinja put	Yes	Task Test	Equipment	korn	4.00	100.00 (\$)	400.00 (\$)	10.00 (\$)	410.00 (\$)	Delete	Choose
							6812.00 (\$)	40.00 (\$)	6852.00 (\$)		

2. Fill the form **Costs** and click the button **Save**.

If project requires **expressing of the costs in other currency**, select **Cost in other currency** on the form Costs to fill the **auxiliary form**.

The screenshot shows the 'COSTS' form with the following data entered:

- Name: Laptop december
- Date: 12/19/2018
- Choose task: task december
- Price per unit: 200.00
- Units number: 2.00
- Tax Amount: 0.00
- Amount without tax: 400.00
- Unit: kom
- Amount: 400.00
- Type: Equipment
- Description: test123

Buttons for 'Save' and 'New' are visible at the bottom right.

3. Select **Currency** on the form to get automatically converted amount in selected currency
4. Click the button Save
5. If you wish to view the converted values click the option **Alternative costs**

The screenshot shows the 'COSTS' form with a table of cost entries. The 'Alternative costs' button is highlighted with a red box. The table contains the following data:

Name	Planned cost	Task	Type	Unit	Units number	Price per unit	Amount without tax	Tax Amount	Total		
Laptop december	No	task december	Equipment	kom	2.00	200.00 (\$)	400.00 (\$)	0.00 (\$)	400.00 (\$)	Delete	Choose
auto	No	task december	Personnel expenses		2.00	1.00 (\$)	2.00 (\$)	10.00 (\$)	12.00 (\$)	Delete	Choose
miš	Yes	task december	Personnel expenses	kom	2.00	1.00 (\$)	2.00 (\$)	0.00 (\$)	2.00 (\$)	Delete	Choose
						404.00 (\$)	10.00 (\$)	414.00 (\$)			

Note :

Exchange rates comparing to main currency in application can be inserted using **Admin profil (Administration-Codebooks –Currencies)**. Exchange rate value can be changed depending on need.

CURRENCIES

Id: Code: Name:

Rate: Symbol: Alternative code:

Id	Code	Name	Symbol	Alternative code	Rate	Default			
1	KM	Convertible Mark	KM	BAM	1.000	No	<input type="button" value="Edit"/>	<input type="button" value="Default"/>	<input type="button" value="Delete"/>
2	EUR	Euro	€	EUR	0.510	No	<input type="button" value="Edit"/>	<input type="button" value="Default"/>	<input type="button" value="Delete"/>
3	USD	Dollar	\$	USD	1.000	Yes	<input type="button" value="Edit"/>		<input type="button" value="Delete"/>
4	GBP	British Pound	£	GBP	0.420	No	<input type="button" value="Edit"/>	<input type="button" value="Default"/>	<input type="button" value="Delete"/>

4.5 Issues

Otion Issues serves to register the issues, assignig to project team members to solve them and to create the connection with certain project task .

1. Select **project** – Click at **Issues – New issue** to receive the form for creating an issue

PROJECT: 1 - TEST PROJECT

Created: 6/1/2018 Created by: Administrator Number of people: 3

ISSUES

Name	Assigned	Reported by	Tasks	Finished		
Issue test	Administrator, Ljubo	ljubo	Task Test	<input checked="" type="checkbox"/>	<input type="button" value="Delete"/>	<input type="button" value="Choose"/>
Issue coment	Administrator	ljubo	Task Test	<input checked="" type="checkbox"/>	<input type="button" value="Delete"/>	<input type="button" value="Choose"/>

2. Fill the form and click the button **Save**. When you create an issue, you will get other options in menu on the left.

ISSUE

Name: Reported by: Finished

Description:

Reported date: Due date: Resolved:

Influence: Priority:

Note:

When assigned issue is finished, team member post a comment and inform project manager via message (inform the user). Then project manager carries out the control, select check box finished and enter the date in box finished if the Issue is successfully finished. On the basis of this action, the process on dashboard will automatically move on list Issue Finished (Manual, Art.2.My Dashboard).

PROJECT: 1 - TEST PROJECT Created: 6/1/2018 Created

ISSUE

Name: Issue test Reported By: ljubo Finished

Description: test

Reported date: 6/5/2018 Due date: 6/15/2018 Resolved: 6/15/2018

If Project manager wants to reactivate the Issue, it is necessary to deselect check box finished, delete the date in the box solved, change the deadline if it is expired, save the change and inform the team member by message (option Inform the user).

4.6 Risks

The option **Risks** allows us the opportunity to register project risks, to define time frame, influence to project as well as the possibility to happen.

1. Choose **Project** –Click the **Risks-New Risk** to receive the **form for creating of risk**.

PROJECT: 1 - TEST PROJECT Created: 6/1/2018 Created by: Administrator Number of people: 4

RISKS

[New Risk](#) [Export PDF](#) [Export Excel](#) [Export Word](#)

Name	Assigned	Tasks	Finished		
Risk Test	Administrator, Ljubo, Jelena Opačić	Task Test	<input checked="" type="checkbox"/>	Delete	Choose
Risk test comment	Administrator	Task Test	<input checked="" type="checkbox"/>	Delete	Choose

2. **Fill the form** and click the button **Save**. After you create **Risk** you can get other options in the left menu.

PROJECT: 1 - TEST PROJECT Created: 6/1/2018 Created by: Admin/ksator Number of people: 4

Risk

RISK

Name

Description

Reported date

Influence

Reported By Finished

Due date Resolved

Probability

3. Click on tab **Team members** . In the field **Select team member** choose the user (just enter one letter and the user from the list will appear) **Click** the button **Add** and deliver **risk** to project team member who has to solve it . **Assigned risk** is automatically appeared on **dashboard of the user** (**paragraph 2.2**). The user automatically receives **e-mail** with notification on **assigned risk**.

RISK: RISK TEST Created: Created by: Number of people:

Risk
Team members
 Tasks
 Comments

RISK ASSIGNED

Choose team member

Avatar	Full name	Email	
	Administrator	admin@nexsto.com	<input type="button" value="Delete"/>

4. If the Risk is connected to certain task , click on **option Tasks** and **add Task**.

RISK: RISK TEST Created: Created by: Number of people:

Risk
 Team members
Tasks
 Comments

RISK TASKS

Choose task

Task Test
 Ijubo test task
 subtask
 sub task 2
 test gant

			<input type="button" value="Delete"/>
--	--	--	---------------------------------------

5. The option **Comments** serves to discussion between **Project Managera** and **Project team member** who is responsible for solving of the **Risk** . Also, the comments can be posted by other **team members**. . Posted comment can be **deleted** only by a person who posted a comment.

PROJECT: 1 - TEST PROJECT Created: 4/1/2018 Created by: Administrator Number of people: 3

- Dashboard
- Basic data
- Project team**
- Calendar
- Project locations
- Project owner
- Project target users

CHANGES

Export PDF Export Excel Export Word

Name	Assigned	Reported by	Tasks	Finished		
<input type="text"/>						
change test	Administrator, Ljubo	Ijubo	Task Test	✔	Delete	Choose
Change test comment	Administrator	Ijubo	Task Test	✔	Delete	Choose

2. **Fill the form** and click the button **Save**. After you created **Change**, you will get and other options in the left menu.

PROJECT: 1 - TEST PROJECT Created: 4/1/2018 Created by: Administrator Number of people: 4

- Change**

CHANGE

Name Reported By Finished

Description

Reported date Due date Resolved

Influence Priority

Save New

3. Click on tab **Team members**. In the field **Select team member** choose the user (just one letter to insert and the list with user is appeared). **Click the button Add** and assign **Change** to team member who has to solve it . **Assigned change** is automatically appeared **on dashboard of the user (paragraph 2.2)**. The user automatically receives an **e-mail** with notification on **assigned change**.

CHANGE: CHANGE TEST

- Change
- Team members**
- Tasks
- Comments

CHANGE ASSIGNED TO

Choose team member Add

Avatar	Full name	Email
	Administrator	admin@nexsto.com

4. If the **Change** is connected to certain task, click the **option Tasks and add task**.

4.8 Time used

The option Used time helps to register used time in project.

1. Select **Project** –Click on **Time Use – New time use** to get the form for creation of **Used time**

Task	User	Date	Description	Spent time	Chargeable	Price		
Task Test	Administrator	6/10/2018	testt	10h 3min	No	10.00	Delete	Choose
Task Test	Ljubo	6/11/2018	test	10h 1min	No	10.00	Delete	Choose

2. Fill the form and click the button **Save**.

PROJECT: 1 - TEST PROJECT

Created: 6/7/2018 Created by: Administrator Number of people: 4

Dashboard
Basic data
Project team
Calendar
Project locations
Project owner
Project target users
Budget
Demographic data
Documents
Logframe

TIME USE

User: Administrator Choose task: Task Test x Chargeable

Hours: 10 Minutes: 3 Price: 10.00 Date: 6/10/2018

Description: testt

Save New

Note :

- At registering of time used in the field **Price** enter the total **Value of Used time** expressed in the currency (example: project team member- David Wolf spent 10h in total value of 10(\$)) for the task Project preparation. Used time is payable service in project)

Used time in project is registered by **Project manager**.

Image 1. List of Time used in project

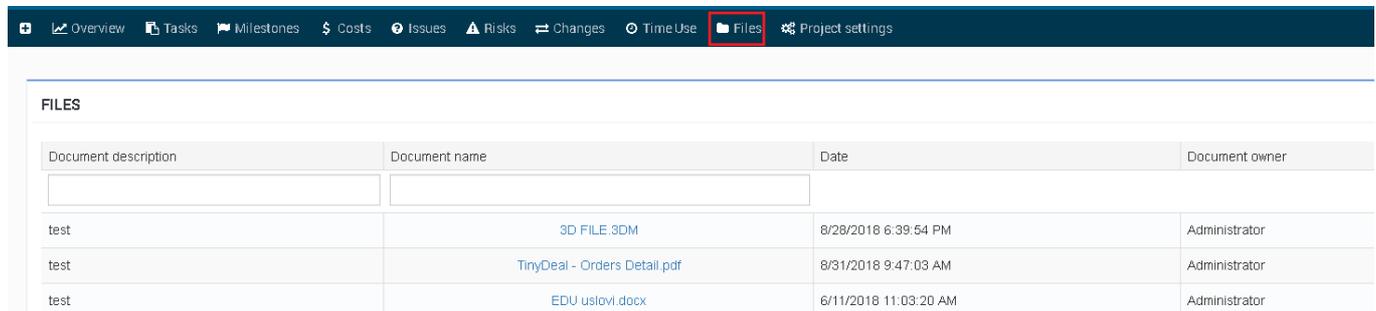
Task	User	Date	Description	Spent time	Chargeable	Price		
Task Test	Administrator	6/10/2018	testt	10h 3min	No	10.00	Delete	Choose
Task Test	Ljubo	6/11/2018	test	10h 1min	No	10.00	Delete	Choose

4.9 Files

The option Files represents the list of all documents and files uploaded on project through the project options.

The list can be searched.

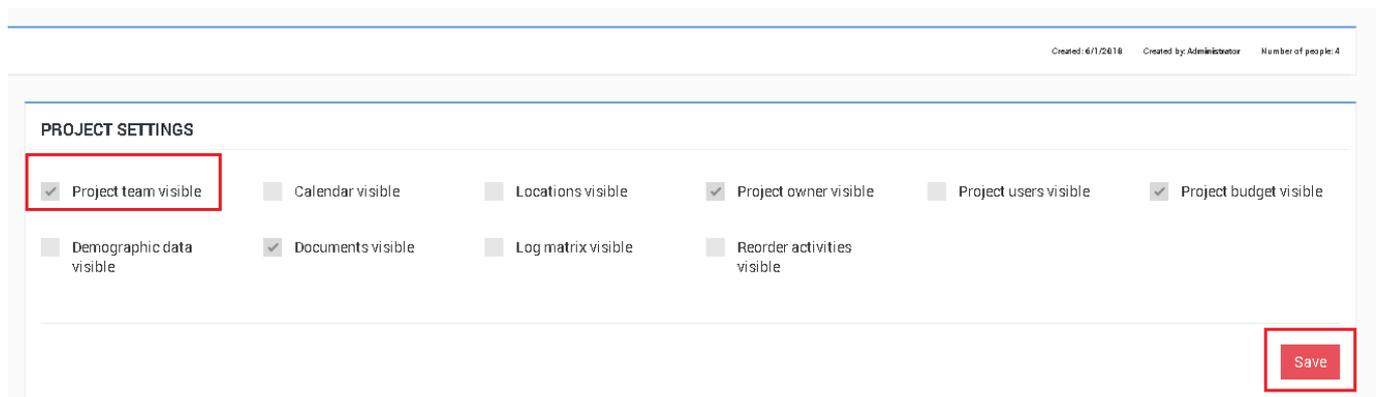
1. Select **Project** –Click on **Files** to view the list with files and project documents.



Document description	Document name	Date	Document owner
test	3D FILE.3DM	8/28/2018 6:39:54 PM	Administrator
test	TinyDeal - Orders Detail.pdf	8/31/2018 9:47:03 AM	Administrator
test	EDU uslovi.docx	6/11/2018 11:03:20 AM	Administrator

4.10. Project settings

In case that you do not need certain options from **project menu on the left side**, click the option **project settings** to remove them from project. **Mark the checkbox** you wish to be **visible on project** and click the button **Save**.



Created: 6/1/2018 Created by: Administrator Number of people: 4

PROJECT SETTINGS

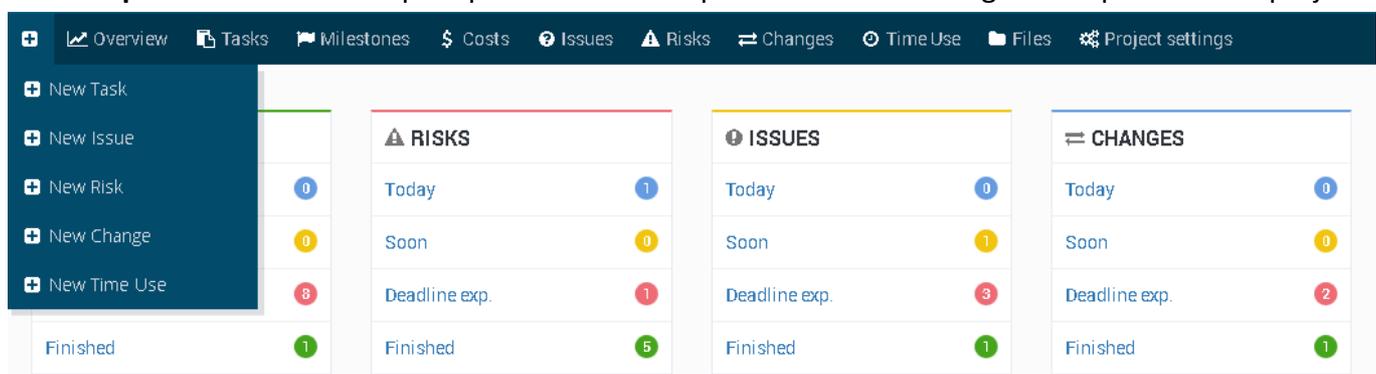
Project team visible Calendar visible Locations visible Project owner visible Project users visible Project budget visible

Demographic data visible Documents visible Log matrix visible Reorder activities visible

Save

5. Shortcuts in Kendo manager

- **Creating of new process in selected project**– After you selected the project, in the menu **project options** click on **+** to open quick menu with options for fast creating of new processes in project.

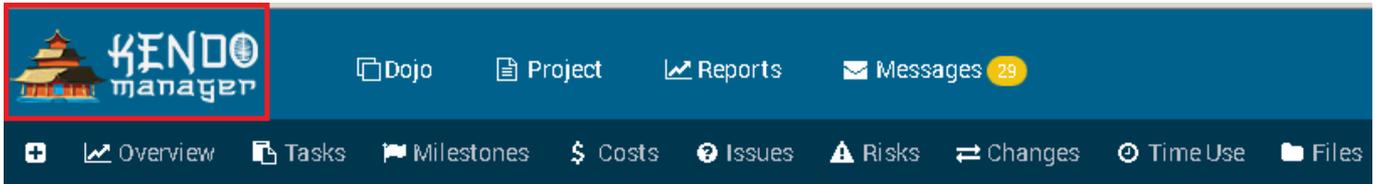


Overview Tasks Milestones Costs Issues Risks Changes Time Use Files Project settings

- + New Task
- + New Issue
- + New Risk
- + New Change
- + New Time Use
- Finished

RISKS	ISSUES	CHANGES
Today: 1	Today: 0	Today: 0
Soon: 0	Soon: 1	Soon: 0
Deadline exp.: 1	Deadline exp.: 3	Deadline exp.: 2
Finished: 5	Finished: 1	Finished: 1

- **My dashboard**– When you wish to return quickly on your dashboard from any part of the application click **the logo of Kendo manager in the upper left corner**.



- **Dashboard of the project (control table of the project)** – If you want to return quickly to dashboard of selected project click on the project title in the upper right corner.



6. Kendo manager basic options



When you login on the application using user data in top menu you get the options as follows:

- Dojo
- Project
- Reports
- Messages

6.1. Dojo – multi-project dashboard

With the new Kendo Manager Dojo, you can easily manage multiple projects simultaneously in an easy way.

Dojo is intended for the company director or project manager who manages multiple projects at the same time.

Dojo simple dashboard control panel allows monitoring of all active projects and all active project processes. On Dojo Dashboard you can find the following overviews that are important for your projects: project activities, problems and changes in the project, risks, key events, total costs and total time spent for the realization of your company's projects.

All Lists (**Today, Upcoming, Late and Finished**) on the Dojo Dashboard are automatically updated. Dojo shows all active projects and all active project processes. If a particular process (activity, problem, cost, etc.) is deleted on the project, it is no longer shown on the lists. If the project is deleted or archived, all project processes associated with it are no longer shown on the control panel.

Kendo Manager Dojo option is a simple and convenient method for tracking all active projects and project activities in real time.

DOJO - ACTIVE PROJECTS

TASKS

Today	0
Upcoming	3
Late	11
Finished	1

RISKS

Today	0
Upcoming	0
Late	3
Finished	5

ISSUES

Today	1
Upcoming	0
Late	4
Finished	1

CHANGES

Today	0
Upcoming	0
Late	3
Finished	1

MILESTONES

Today	0
Upcoming	0
Late	1
Finished	8

COSTS OVERVIEW

USD

Actual	4834USD
Planned	1552USD
Budget	68000US

COSTS BY TYPE

Personnel expenses	2674
Overhead costs	1732
Consultants	700
Meetings and events	380
Promotion costs	600
Equipment	300

TIME

UNPAID TIME	224.00 \$
PAYABLE TIME	10.00 \$
TOTAL	234.00 \$
TOTAL TIME	96 Hours 59 Minutes

Tasks Table

Name	Project	Assigned	Start	Due date	Pr.	Finished	Progress
Task Test	Test project	Administrator, Jelena Opačić	6/1/2018	6/15/2018	🔴	✅	100%
ljubo test task	Test project	Administrator	7/1/2018	7/11/2018	🟡	❌	25%
subtask	Test project		7/2/2018	7/6/2018	🔴	❌	25%
sub task 2	Test project	Jelena Opačić	7/5/2018	7/11/2018	🟡	❌	25%
test 1223	Test project	Administrator	7/5/2018	7/19/2018	🟢	❌	45%

6.2. Project menu – if you wish to create **New project** or to view **List of projects** click on **menu Project**

The navigation menu includes: Dojo, Project, Reports, Messages (28), Search, Overview, Tasks, Milestones, **New Project**, Risks, Changes, Time Use, Files, Project settings. Below the menu, the 'Projects' option is highlighted with a red box.

- Click on **Project – Projects** to get the **list of projects**. List of projects can be searched per columns or sorted if you click the title of the column. If you wish to see **the content of specific project** click the option **Select**.

PROJECT SEARCH							
New Project							
Name	Project number	Start	End	Status	Priority	Archived	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Test project	1	6/1/2018	9/1/2018	Open	High	No	Deactivate Choose
Privatni projekat	2	6/6/2018	9/6/2018	Open	High	No	Deactivate Choose

6.3.Reports

Kendo Manager posses a variety of different reports .

The screenshot shows the Kendo Manager interface with the Reports menu open. The menu items are:

- Projects overview (highlighted with a red box)
- Charts
- Projects plan (highlighted with a red box)
- Costs overview (highlighted with a red box)
- Time (highlighted with a red box)

The sub-menu for 'Projects overview' includes the following options:

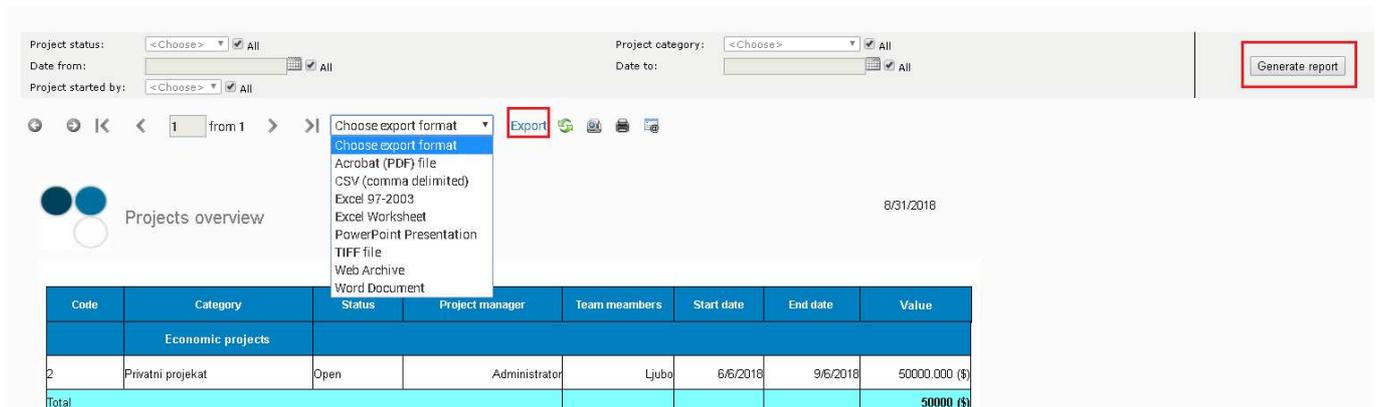
- The total number of projects and the average value
- Overview of project funding
- Overview of funds for financing activities
- Overview of funding by source
- Funds by project target users
- Number of projects per year and the amount
- Number of projects for the period
- Number of projects per strategic documents
- Costs overview

The background shows a 'PROJECT SEARCH' table with the following data:

Name	Project number	Start	End	Status	Priority	Archived	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Test project	1	6/1/2018	9/1/2018	Open	High	No	Deactivate Choose
Privatni projekat	2	6/6/2018	9/6/2018	Open	High	No	Deactivate Choose
Marko project	34	6/30/2018					
Project overview test	5	10/1/2018					
test australian	1	7/9/2018					
project december	1	12/1/2018					

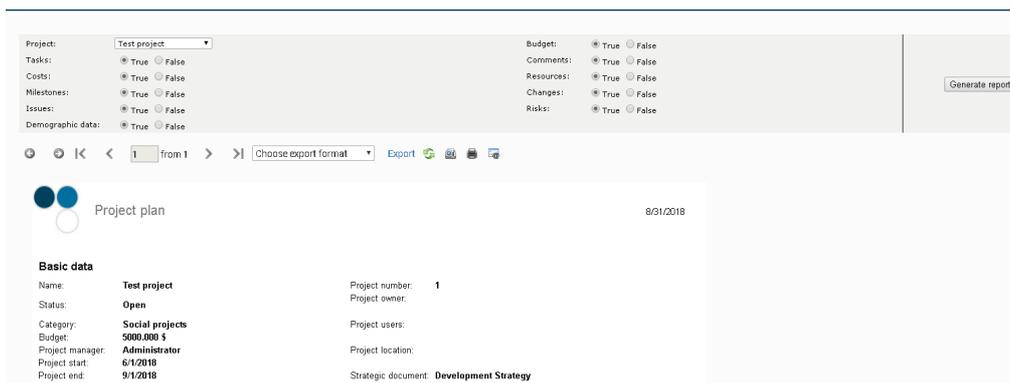
Basic reports in Kendo Manager:

- Project overview** – offers us the possibility to create the list of projects. Report contains different options that enable generating of list of projects according to the requirements. Report can be printed or exported in different formats (word, excel, pdf..).



Code	Category	Status	Project manager	Team members	Start date	End date	Value
Economic projects							
2	Privatni projekat	Open	Administrator	Ljubo	6/6/2018	9/6/2018	50000.000 (\$)
Total							50000 (\$)

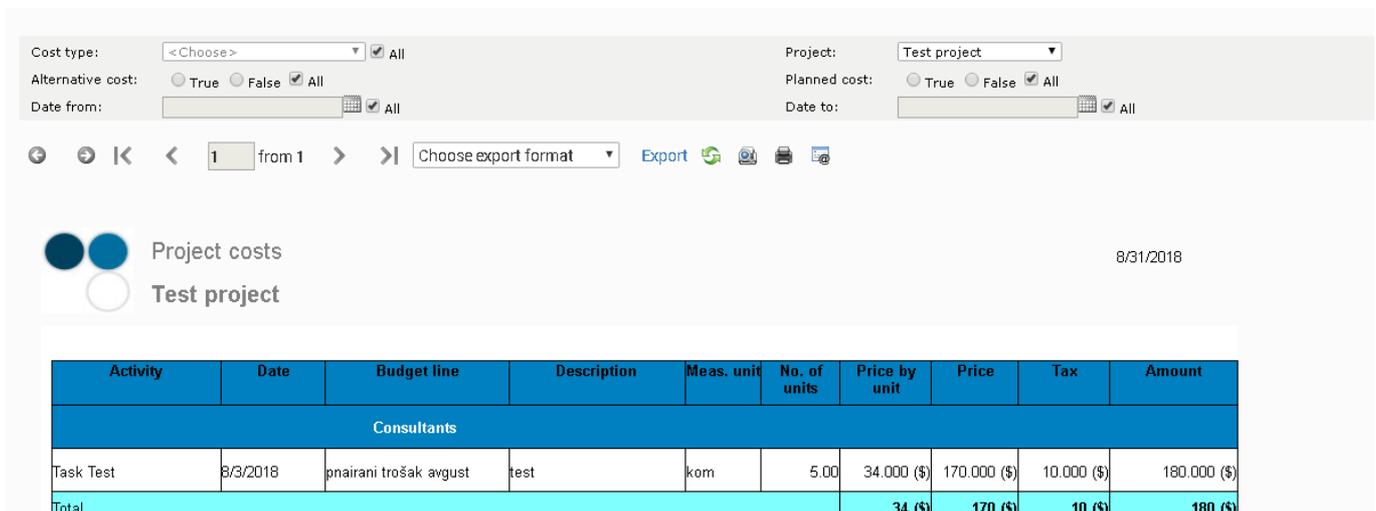
- Project Plan** – is flexible report which you can customize to your requirements. Choose project and select the options you wish to be shown within the report. Click on Generate Report. Report can be printed or exported in different formats(word, excell, pdf...).



Basic data

Name:	Test project	Project number:	1
Status:	Open	Project owner:	
Category:	Social projects	Project users:	
Budget:	5000.000 \$	Project location:	
Project manager:	Administrator	Strategic document:	Development Strategy
Project start:	6/1/2018		
Project end:	9/1/2018		

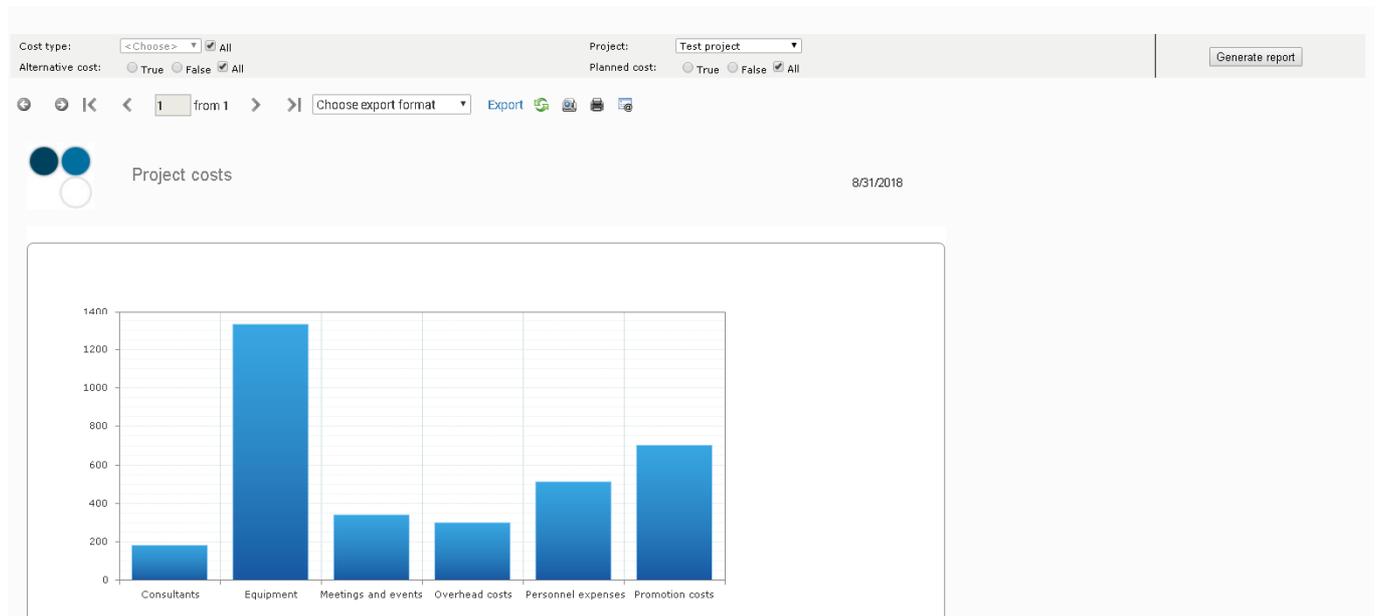
- Costs overview** – represents detailed overview of the costs in selected project. Report on costs is flexible report. If you want to see selected data on costs in selected project, only mark the option you need.



Activity	Date	Budget line	Description	Meas. unit	No. of units	Price by unit	Price	Tax	Amount	
Consultants										
Task Test	8/3/2018	planirani trošak avgust	test	kom	5.00	34.000 (\$)	170.000 (\$)	10.000 (\$)	180.000 (\$)	
Total							34 (\$)	170 (\$)	10 (\$)	180 (\$)

Note :

If you want to see the the **graphic representation of the costs** click on **Reports – Charts – Costs overview**



- **Overview of the time used on project** – Click the **Reports –time** . Choose the project and click the button generate in order to create the report on time used.

No.	Activity	Name	Comment	Date	Hours	Minutes	Chargable	Price	Currency
1	Task Test	Administrator	testt	6/10/2018	10	3	No	10.000	USD
2	Task Test	Ljubo	test	6/11/2018	10	1	No	10.000	USD
3	Milestone	Ljubo	test	9/28/2018	14	0	No	10.000	USD
4	Task Test	Administrator	test	7/10/2018	12	45	No	10.000	USD
5	Task Test	Administrator	test	7/17/2018	1	23	No	10.000	USD
6	Task Test	Administrator	test	7/25/2018	10	20	No	10.000	USD
Total					58	32		60.000	

6.4. Messages

Kendo Manager owns integrated flexible information system for communication of project team members.

MESSAGES				
Title	Project	Sender	Date	Comments
test	Ljubo	Administrator	8/31/2018 11:06:14 AM	

- **System message** – information and notifications on assigned projects and tasks are sent to user into the inbox in application
- **E-mail system** – information and notification on assigned projects and tasks are sent to user's e-mail

6.5. Search

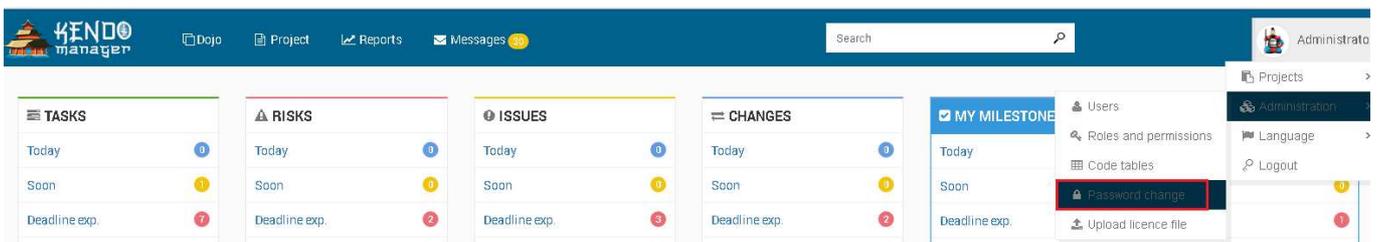
The option search serves to search the project database per term or per phrase.



The result of the search

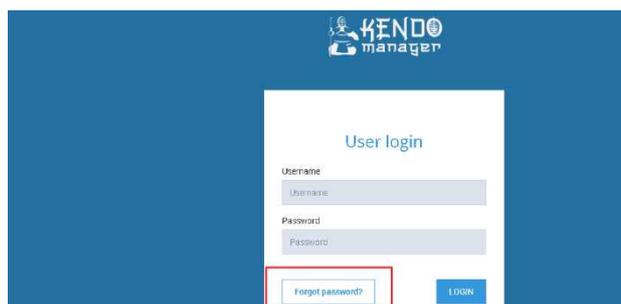
PRIVATNI		
Project Name	Name	Description
Privatni projekat	Project: Privatni projekat	test

7. User options

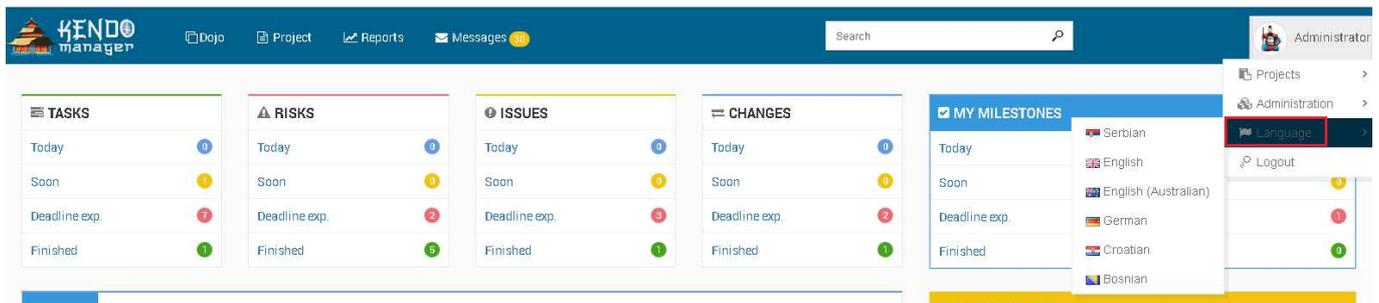


The following options are available :

- **Change of password** –If you wish, this option lets you change own password. When you forgot your password, click on login page option **Password forgotten**



- **Language** – Kendo Manager currently supports English and Serbian (Latin alphabet) language



- **Sign out** – option serves to user to sign out from the application